



Addendum # 1

RFP for: Uniforms Rental/Purchase, Laundry Services and Floor Matting

Contract No. FM-FY16-006R

The answers provided herein shall be considered part of the bid documents for the referenced RFP.

Questions and Answers

Below are questions and answers regarding subject RFP. All questions are written in black color font and the answers are provided in dark red color font.

1. On the Pricing Form Appendix B Page 33, how would you like the yearly total calculated for Option 1 and Option 2?

Option 1 Yearly Total:

11 shirts

11 trousers

3 coveralls

1 Jacket

5 polos

1 pair of work boots

1 comfort hat

1 baseball cap

Option 2 Yearly Totals:

8 shirts

8 trousers

3 coveralls

1 jacket

5 polos

1 pair of work boots

1 comfort hat

1 baseball cap

2. We can fill in the cost for 11/11, We can fill in the cost for the lease no clean option. We can fill in the cost for the coverall option, But how would you like "d" to be tallied up given that you have several options to choose from? We can give you the cost for 11/11 for 52 weeks for 70 people but not everyone will be getting that program.

Yearly Total will not include "D" from the Pricing request.

However, all prices must be inserted on the spreadsheet on pages 34 – 36.

3. How many people get the 11/11 full rental option and how many people get the 10/5 lease no clean option?

(CURRENT) Personnel Totals are as follows:

Delaware State University Uniform Needs

Division	# of Employees	Pants	Shirts	Jackets	Hats	Overalls	Smocks	Winter Hats
Plumbing	1	Grey	Grey	Grey	Grey	Grey	N/A	Grey
Plumbing Supervisor	1	Grey	Grey w/stripes	Grey	Grey	Grey	N/A	Grey
Custodial	55	Navy	Light Blue	Navy	Navy	Navy	Light Blue	Navy
Custodial Group Leader Technicians	5	Navy	Light Blue w/stripes	Navy	Navy	Navy	Light Blue	Navy
Grounds	7	Dark Green	Dark Green	Dark Green	Dark Green	Dark Green	N/A	Dark Green
Grounds Supervisor	1	Dark Green	Dark Green w/stripes	Dark Green	Dark Green	Dark Green	N/A	
HVAC (Fire Retard)	2	Navy	Navy	Navy	Navy	Navy	N/A	Navy
HVAC Shop Leader	1	Navy	Navy	Navy	Navy	Navy	N/A	Navy
Electric (Fire Retard)	4	Navy	Navy w/stripes	Navy	Navy	Navy	N/A	Navy
Electric	1	Navy	Navy	Navy	Navy	Navy	N/A	Navy

Shop Leader			w/stripes					
MCM (Carpentry)	5	Dark Brown	Tan	Dark Brown	Dark Brown	Dark Brown	N/A	Dark Brown
MCM Shop Leader	1	Dark Brown	Tan w/stripes	Dark Brown	Dark Brown	Dark Brown	N/A	Dark Brown
Painters	1	White	White	White	White	White	N/A	White
General Maintenance	5	Navy	Burgundy	Navy	Navy	Navy	N/A	Navy

Total number of employees= 80

Total number of Supervisors/Shop Leaders/Leader Technicians= 10

Total number of Management (Directors & Associate Directors)

Staff= 4

Facilities Management Personnel total= 94

8/8 Rental Total = 90

11/11 Rental Total = 90

There will be no 10/5 option for lease

4. Approx. how many men and how many women in the 70 employees?
Of the 90 employees = 23 Women approximately
67 Men approximately
5. For the walk off mats, are they serviced weekly or every other week (EOW)
Weekly
6. Approx. how many 3 x 5 mats?
That will be determined upon contract award
7. Approx. how many 4 x 6 mats?
That will be determined upon contract award
8. Approx. how many 3 x 10 mats?
That will be determined upon contract award
9. Any preference on the type of boots as there are many to choose from?
Options: Work Boot w/Steel Toe
Work Boot w/Non Steel Toe
10. How many pairs of boots/year?
One pair per year

11. Appendix B Page 33, Option 1 A. and B. and Option 2 A. and B. What type of shirts and trousers does DSU want us to quote on for these individual rental and lease options?
Shirt: Long Sleeve Poly Cotton Blend
Trousers: Poly Cotton Blend
12. Are you asking for pricing for all 70 employees in this bid or do you want the price for one wearer?
Price for 90 Personnel
13. Appendix B Page 33, Option 2 B. The option for lease on this line requests a lease price on “ten (11) shirts” “Five (11) trousers” Do we quote a lease price for 10 shirts or 11 shirts, and 5 trousers or 11 trousers?
Options should be for the following: (ONLY)
(1) 8/8 shirts and trousers
(2) 11/11 shirts and trousers
14. Appendix B Page 33, Option 1 C. and 2 C. What coveralls does DSU want a quote for here in this option? Insulated or Non-insulated?
Insulated
15. Appendix B Page33, Option 1 D. and 2 D. What pricing is being requested in this statement of “The Bid Form lists products and services that a pricing response is solicited for. Be aware that all pricing submitted must be inclusive of all fees and service charges.”? What are you referencing in statement “The Bid Form”?
Refer to RFP pages 34-36
16. Appendix B Page 34, Section A, Men’s Cargo Pants – Is this Poly Cotton Blend or Cotton?
Poly Cotton Blend
17. Appendix B Page 35, Section B, Are these mats just standard mats or logo mats?
Logo Mats
18. Appendix B Page 35, Section C, Does the University want boots and hats to be laundered or just a direct purchase?
Refer to RFP page 35

19. Appendix B Page 35, Section C, What is a comfort hat? Wool? Where can we find a picture of it?



Something similar to this style:

<http://www.cascademountaintech.com/Beanie-Hat-p/1009.htm>

20. Appendix B Page 36, Delaware State University Uniform Needs, This section gives # of employees and color of uniforms. These colors are what DSU has now but in the Pre-Bid meeting it was stated the University wanted to get away from them. Does the University want to keep these colors but have a different style product?
Keep the colors that are outlined in the RFP
21. Does the University want to be quoted on items that are outside the box?
Feel free to express your creativity with assisting the University with their branding efforts. We are open to suggestions.
22. Would you accept a response for mats only, not including Uniforms?
No.

END